

**.KENTUCKY DEPARTMENT OF EDUCATION  
DIVISION OF EXCEPTIONAL CHILDREN SERVICES  
REGULAR TRAINEESHIP PROGRAM APPLICATION  
(Effective Spring 2002 Semester)**

The Individuals with Disabilities Education Act of 1997 (which amended the Education for All Handicapped Children Act, P.L. 94-142) mandates a free appropriate public education for all children and youth with disabilities. The Act increased the need in Kentucky for qualified special education teachers. The Division of Exceptional Children Services (DECS) is addressing this need by allocating federal inservice funds to assist certified regular education teachers in obtaining certification in an area of special education. The program is also designed to assist special education teachers in obtaining special education certification in an area not previously completed.

**APPLICATION PROCEDURES**

- Part A:** Complete and submit **“Part A, Personal Data Form,”** EACH semester. **Part A** must be submitted each semester in order to be eligible for approval consideration.
- Part B:** Ask your university or college advisor to complete and sign **“Part B, Verification of Course of Study”** form. **Part B** is submitted one time only unless course requirements change.
- Part C:** Complete the upper portion of **“Part C, Certification and Employment Data”** form. Have your school superintendent complete and sign the bottom part, **“Verification of Current Status.”** **Part C** is submitted one time only unless employment status changes.

**Also:** Submit a copy of your current teaching certificate. A “Statement of Eligibility” **will not** be acceptable.

**TERMS OF REGULAR TRAINEESHIP PROGRAM**

**SUBMISSION**

Applications must be postmarked on or before the following deadlines for each semester:

<b>FALL SEMESTER</b>	<b>JULY 10</b>
<b>SPRING SEMESTER</b>	<b>NOVEMBER 10</b>
<b>SUMMER SEMESTER</b>	<b>APRIL 10</b>

Do not FAX application forms. **ONLY** applications with ORIGINAL signatures are acceptable.  
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Laura Thomson, Traineeship Program  
Northern Kentucky University  
245 Johns Hill Road  
Highland Heights, KY 41099

## **QUALIFICATIONS**

Applicants must meet qualifications at the time the application is approved. The applicant must:

1. Be a citizen of the United States;
2. Hold at least a baccalaureate degree;
3. Hold a regular elementary or secondary teaching certificate based on a degree;

**NOTE:** An **Emergency** or **Probationary** certificate for special education may be substituted. However, a **Statement of Eligibility** or **Substitute** certificate cannot be substituted.

4. Be employed, or seeking employment, as a special education teacher or special education director for the current school year in a Kentucky public school district;
5. Be admitted to a college or university having an approved special education program;
6. Be enrolled in a planned program of studies leading to Kentucky certification in a special education teaching area or as Director of Special Education;
7. Be seeking certification in an area not previously completed;
8. Not be an employee of the Kentucky Department of Education; and
9. Not be a recipient of another traineeship, scholarship, or fellowship for tuition for the courses for which a Division of Exceptional Children Services (DECS) traineeship is awarded.

**NOTE:** Applicants must notify the Traineeship Program staff immediately if awarded funding from another program, agency, or organization for courses for which Traineeship Program funds are requested or awarded.

## **SELECTION**

Traineeship Program funds are paid **ONLY** for courses needed to obtain KENTUCKY CERTIFICATION in one special education teaching area, or as Director of Special Education. Although applications are accepted from all special education certification programs, the focus is to reduce the personnel shortage in low-incidence disability areas.

VISUALLY IMPAIRED (VI) (BLIND/LOW VISION)  
HEARING IMPAIRED (HI) (DEAF/HARD OF HEARING)  
MODERATE AND SEVERE DISABILITIES (MSD) \*\*  
LEARNING AND BEHAVIOR DISORDERS (LBD)  
COMMUNICATION DISORDERS  
DIRECTOR OF SPECIAL EDUCATION

\*\* MSD includes areas formerly labeled TRAINABLE MENTALLY HANDICAPPED and SEVERE/PROFOUND HANDICAPS

**Previously** funded participants receive priority consideration provided a grade of “B” or better is earned for each Traineeship Program funded course. Participants who receive a grade below a “B” or who fail to submit grades are no longer eligible applicants.

**New** applicants are considered on the basis of (1) local school district need (*Part C of the application*), (2) the continuing need for special education teachers in Kentucky priority areas, and (3) the availability of funds.

**Other considerations may include:**

1. The length of time an individual has been actively employed;
2. The number of Traineeships granted within a geographical area; and
3. Equal educational opportunities regardless of race, color, creed, national origin, sex, or disability.

**APPROVAL**

Approval is granted for all applicants on a semester basis. No more than **six (6) semester** hours, or the equivalent quarter hours, are approved during the fall or spring semesters. The number of hours approved for the Traineeship Program's summer semester varies, depending on the university rules, offerings (e.g., intersessions, Summer I, Summer II, and Mini Terms, etc.), and the availability of funds. Summer hours are **usually** limited to six (6).

Approved new applicants are eligible to apply for funding **THREE (3) CONSECUTIVE** semesters, provided all other terms of the Traineeship Program are met. Applicants **must** apply each of the three consecutive semesters.

For example, an applicant who was approved and funded during the 2000 fall semester would be eligible during the 2001 spring semester and the 2001 summer semester, provided all other terms of the Traineeship Program were met. After the 2001 summer semester, the applicant in this example is no longer eligible for tuition assistance from the Traineeship Program for the area initially funded. Special conditions **may** warrant interruption for one (1) semester (e.g., maternity leave, serious illness, availability of approvable course offerings, etc.). A request for one (1) semester special conditions interruption will be reviewed once verification documentation is received.

**ACCEPTANCE**

**Acceptance** of funding **means** that the approved applicant **agrees to all the terms and procedures** of the Traineeship Program, including **deadlines**. Reasonable requests to extend deadlines are honored **ONLY** if a Kentucky public school district must employ the applicant as an emergency or probationary special education teacher for the current school year.

Before making changes, call the Traineeship Program staff or send a letter requesting authorization for changes. Course changes or substitutions, without prior approval by the Traineeship staff are the financial responsibility of the applicant and not the Traineeship Program.

## **PAYMENT**

Tuition is paid directly to the university **ONLY** for approved courses that are specified in the applicant approval letter, provided a grade of “B” or better is earned for each approved course. Participants who receive a grade below a “B,” or who fail to submit grades, are no longer eligible applicants.

Other costs or expenses (insurance, transportation, athletic fees, late registration fees, room and board, etc.) are the responsibility of the approved applicant. Extended campus course fees and student teaching fees may be paid.

If you have any questions, please contact the Traineeship Program staff at (859) 442-3506. An answering machine is available for your convenience. All applications, bills, invoices, and correspondence related to the DECS Regular Traineeship Program must be submitted to:

Laura Thomson, Traineeship Program  
Northern Kentucky University  
245 Johns Hill Road  
Highland Heights, KY 41099

NAME: \_\_\_\_\_ E-Mail \_\_\_\_\_  
 (last) (first) (middle init.)  
 SOC. SEC. # \_\_\_\_\_ PHONE: \_\_\_\_\_  
 (home) (work)  
 HOME ADDRESS: \_\_\_\_\_  
 (street) (city) (state) (zip)  
 WORK ADDRESS: \_\_\_\_\_ POSITION: \_\_\_\_\_  
 (school)  
 \_\_\_\_\_  
 (street) (city) (state) (zip)

Are you applying for any other type of funding? \_\_\_\_ NO \_\_\_\_ YES If yes, what agency? \_\_\_\_\_

Have you applied to the Traineeship Program previously? \_\_\_\_ NO \_\_\_\_ YES If yes, what semester? \_\_\_\_\_

I hereby certify that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief. All courses requested are for certification in the area specified. I will notify the Traineeship Program staff if I accept assistance from another source. I agree to Traineeship Program terms and timelines, and understand that failure to comply may disqualify me from participation in the program.

**APPLICANT'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

NAME:				
(last)	(first)	(middle)		
HOME ADDRESS:				
(street)	(city)	(state)	(zip)	

**AREA OF STUDY (check only one):**

- NOTE:** Although applications are accepted from all special education certification programs, the focus is to reduce the personnel shortage in low-incidence disability areas.

**NOTE: The section below is to be completed by advisor.** List remaining courses needed to meet certification requirements, including the courses planned to be taken this semester. **DO NOT list courses beyond those needed for special education certification.**

This is to verify that the above applicant has been admitted to the college or university, and is pursuing the planned program of studies listed above for the purpose of obtaining certification to teach special education or to serve as Director of Special Education.

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## REGULAR TRAINEESHIP

### APPLYING FOR CONTINUATION FUNDING

If you are eligible to apply for continued funding for the next semester, follow the guidelines listed below.

**Each semester you must complete, sign, and submit a new Part A.** It is critical that your name, address, and signature be listed **exactly** the same as on previous applications. If this information has changed and needs to be corrected, please **attach a note** indicating the changes.

Complete **Part B** and obtain your advisor's signature **ONLY** if you have changed universities, or made changes in your certification program. If you have not made changes in your program or university, **do not** complete or return Part B.

Complete **Part C** and obtain your superintendent's signature **ONLY** if:

- (a) You have received a new or revised teaching **certificate**; or
- (b) Your teaching **position** has changed; or
- (c) You have changed **employment**.

Applications must be postmarked on or before the following dates for **each** semester:

<b>FALL SEMESTER</b>	<b>JULY 10</b>
<b>SPRING SEMESTER</b>	<b>NOVEMBER 10</b>
<b>SUMMER SEMESTER</b>	<b>APRIL 10</b>



## HOW TO SUBMIT YOUR GRADES

**Grade submission is required for each course funded by the Traineeship Program.** Each semester you must send verification of the grades you received for the approved courses completed during that semester. Send one of the following:

1. An official semester grade report issued by the university or photocopy of same; **or**
2. A transcript of photocopy of same; **or**
3. A letter from the course instructor on university letterhead.

Grade submissions must be postmarked on or before:

**January 15** for courses completed during the *fall* semester;  
**June 15** for courses completed during the *spring* semester; and  
**September 15** for courses completed during the *summer* semester.

Remove the lower portion of this page and print or type your current name, address, and social security number in the spaces provided. Attach the completed portion of this page to your grade verification and send to:

Laura Thomson, Traineeship Program  
Northern Kentucky University  
245 Johns Hill Road  
Highland Heights, KY 41099

Complete, detach, and return this portion with your grade report:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

***Return to:*** Laura Thomson, Traineeship Program  
Northern Kentucky University  
**245 Johns Hill Road**  
Highland Heights, KY 41099

## TRAINEESHIP PROGRAM QUESTIONS

Listed below are questions asked most often by Traineeship Program applicants. If you have additional questions, please call **(859) 442-3506**.

**QUESTION** What if I cannot send my application in by the **deadline** because my university has not published the course catalog?

Submit your application **before the deadline** listing the courses you expect to take on **Part A** of the application. If you need to make changes after the catalog is available, contact the Traineeship Program staff and ask for a Course Change. If the new course is approvable, your approval letter will be amended and sent to you. Your university will be notified of the approved course change.

**QUESTION** What if my university does not offer the course(s) I need all three of the semesters I am eligible for the funding from the Traineeship Program?

You **may** be able to take the course(s) you need for special education certification from another university and transfer credit to your university. Check with your advisor. If your advisor approves course substitutions, ask your advisor to **write a letter to amend Part B** of your Traineeship Program application. In the letter, your advisor will:

1. Explain the reason for the transfer;
2. Name the university where you will take the course substitution;
3. List the name(s) and number(s) of the course(s) being accepted from the other university; and
4. State the course name(s) and number(s) being replaced on **Part B** of your Traineeship Program application.

**QUESTION** I applied to the Traineeship Program and was approved for the 1999 fall semester. However, I had to drop my courses. Does the 1999 fall semester still count as my first semester?

**If** the Traineeship Program **paid tuition** for the approved courses, then the 1999 fall semester does count as your first semester.

**QUESTION** Can my other scholarship pay for my books if I am an approved Traineeship Program participant?

Yes. The Traineeship Program pays **TUITION ONLY for the courses needed for special education certification**. Traineeship Program participants cannot be a recipient of any other traineeship, stipend, scholarship or fellowship for **TUITION** for the courses approved for funding under the Traineeship Program. You must notify the Traineeship Program staff immediately if you receive funding from another program or agency for any course for which Traineeship Program funds are awarded or requested. Be sure to check and make sure the rules under the other funding source allow you to accept Traineeship Program funding at the same time.

**QUESTION** I started the traineeship Program in the 1998 fall semester. I could not go in the 1999 spring or 1999 summer semesters. Since I have USED ONLY ONE semester of my three, can I be approved for 2001 fall?

**No.** As stated in the terms of the Traineeship Program, an approved applicant may be funded only during **three (3) CONSECUTIVE (one after another) semesters**. When you submit your application, you sign a statement that you understand and agree to Traineeship Program rules and timelines.

You may be eligible for funding under another program. You should contact the financial aid office at your university or the Kentucky Higher Education Assistance Authority, 1050 U.S. 127 SOUTH, SUITE 102, FRANKFORT, KY 40601 [(502) 564-7990].

Also, talk with faculty in the special education department at your university. Colleges and universities are eligible to apply for inservice and preservice grants directly from the U.S. Department of Education under other parts of the Individuals with Disabilities Education Act.

**QUESTION** I was in the Traineeship Program in 1985 and 1986 before the three consecutive semester rule. I completed my LBD certification at that time. Now I need to get HI certification. Am I an “old” applicant or a “new” applicant?

You are considered a “new” applicant. The terms of the Traineeship Program guarantee that priority will be given to previously funded applicants “**in the area initially funded,**” provided all terms are met. If you change from the “**area initially funded**” you start over and the “**three (3) consecutive semesters**” rule applies to you.

**QUESTION** What are some reasons that applications are not approved?

In general, applications are not approved for the following reasons:

- ⇒ Incomplete application (e.g., forms missing, forms not signed or dated, parts of forms left bland, etc.).
- ⇒ Application received after the deadline.
- ⇒ Traineeships are not designed to assist support personnel or to assist in obtaining certification in an area other than special education.
- ⇒ Recipients must be seeking to extend certification in an area where certification requirements have not been met previously.
- ⇒ Recipients must hold at least a baccalaureate degree and a teaching certificate. A “Statement of Eligibility” or a “Substitute Certificate” cannot be substituted.
- ⇒ The courses requested are not necessary for the certification area listed. Courses required for a master’s degree or a fifth year program are not necessarily certification requirements.
- ⇒ The courses requested on **Part A** do not match the courses listed on **Part B**.
- ⇒ Due to the limited funds available, highest priority areas were funded first.
- ⇒ The grade report was not submitted.
- ⇒ The three consecutive semester rule was not followed
- ⇒ Applicant received a “C” or “I” in a course funded by the Traineeship Program.
- ⇒ Applicant does not notify Traineeship Staff of a previous semester’s class change.

**QUESTION** How many hours may I take in the summertime?

The Traineeship Program will pay for six (6) semester hours during the summer semester.

**QUESTION** If I get a “C” in a course that is funded by the Traineeship Program, can I take the course over again at my own expense and be reinstated in the Traineeship Program?

**No.** As stated in the Terms of the Traineeship Program, participants who receive a grade below “B,” or fail to submit a grade, are no longer eligible applicants.

**QUESTION** What if I cannot complete a course and get an “I” for incomplete?

The Traineeship Program will pay tuition for the course; however, you must complete the **PRIOR** to approval of your application for the **NEXT SEMESTER**. If you have not earned a “B” or better by that time, you are no longer an eligible applicant.

**QUESTION** I sent my application in four weeks before the deadline, but it was three weeks after the deadline before I got my approval letter. Why did it take so long?

The application review process begins **after** the deadline to be sure that all previously funded applicants receive priority consideration. Generally, internal timelines call for notices (letters) to be mailed to applicants and universities within three weeks after the deadline. However, there are several hundred applications to be processed, and the review process can extend past the deadline.

**QUESTION** I was just hired by my district as an emergency special education teacher and my Director of Special Education told me to apply for the Traineeship Program but the deadline is past. What should I do?

You can apply for the next semester. Or, if this is the first time you have made an application to the Traineeship Program, you can ask your Director of Special Education to send a cover letter with your application explaining the reason the application was submitted late (e.g., a fully certified teacher could not be found and the district had to employ an emergency or probationary teacher). This does not necessarily mean approval. However, if funds are available, you will be considered. Please note, when you submit your application you **sign a statement** that you:

1. **Agree** to Traineeship Program rules and timelines, and
2. **Understand** that failure to comply will disqualify you from participation in the Traineeship Program.

If you are approved and accept Traineeship Program funds, as stated in your approval letter, you must continue to meet all Terms of the Traineeship Program, including deadlines, and submitting a new **Part A** each semester, or you are no longer an eligible applicant.

**QUESTION** I am a special education teacher's aid and would like to go to school to become a special education teacher. I cannot afford a college education. Can the Traineeship Program help me?

**No.** The Traineeship Program is not a financial aid program. It is an incentive program for regular education teachers to obtain special education certification. It is also designed to help special education teachers obtain special education certification in an area not previously completed. Funding is available **ONLY** during three (3) consecutive semesters.

The program was designed in the late seventies primarily as a way to assist Kentucky's rural school districts in staffing vacant special education teaching positions. The idea was to provide a financial incentive for regular education teachers, who were established in the community, to become special education teachers. Initially, the program provided funds until a participant completed certification; however, in the fall of 1987, because of the limited funds available, the program was changed to allow funding for approved applicants during only three consecutive semesters. IN the fall of 1993, "Director of Special Education" certification was added to the areas funded.

The Individuals with Disabilities Education Act of 1990 provides Part # funds for preservice education. Colleges and universities apply directly to the federal government for Part D funds. Ask the special education department chairperson at your university about any Part D funds available. Generally, a faculty member in the special education department is responsible for writing and administering a Part D grant.

If you have additional questions, please contact our office:

Laura Thomson, Traineeship Program  
Northern Kentucky University  
245 Johns Hill Road  
Highland Heights, KY 41099

Voice: 859/442-3506  
FAX: 859/442-3529